CALGARY SAFETY CONSULTANTS

Supervisor Daily Safety Log

Daily record for supervisors, foremen and lead hands

How to use this log

This log covers one supervisor for one week, with a page for each of five working days and a weekly review. Fill in each day's page before you leave the site, in a few minutes, while it's fresh. Keep it with your other records, and give it to your manager for the weekly review. Fill it in on screen or print it.

- **Write it the same day.** Records made at the time carry far more weight than notes written after an incident.
- **Be specific.** Names, places, times and actions. "Told Sam to clip off at the north scaffold, 10:15, he did" beats "talked about fall protection."
- **Record what you did, not only what you saw.** Every hazard and concern should have an action and a follow-up.
- **Record good work too.** Recognizing safe behaviour is part of reinforcing it.
- **Never edit after the fact.** If you need to add something later, add a new dated note. Don't change the original.

Why a daily log? WorkSafeBC lists "recording a daily entry in a supervisor journal or log book" among supervisor activities, and a WorkSafeNB presentation published by WCB PEI advises supervisors to "keep a shift log: safety checks, hazards corrected, worker concerns, refusals to work." A log is the simplest way to show supervisor due diligence day by day.

What a good entry looks like

Weak entry	Strong entry
Safety talk done.	Toolbox talk 07:00, topic: grinder guards. 6 attended (sign-in sheet). Mike raised guard getting in the way on bevel cuts.
Guardrail issue.	Missing top rail, mezzanine east side, 09:30. Area taped off, rail reinstalled by Dan 10:15. Checked 10:20.
Spoke to worker about PPE.	Saw Jordan grinding without face shield, bay 3, 13:40. Stopped work, explained flying-particle hazard, he put shield on. First time: coaching.
Concern noted.	Priya: forklift reversing alarm quiet in shop. Tagged out unit 4, maintenance work order 2231, told Priya 15:00. Follow-up tomorrow.

Worked example: one day, filled in

Illustrative only. A foreman at a small fabrication shop completed this page on a Tuesday.

Section	Example entry
Date and crew	Tuesday. Day shift 07:00 to 15:30. Fab shop, bays 1 to 4. Crew of 7. Cold, doors closed, ventilation fans on.
Pre-shift checks	Toolbox talk held; FLHAs reviewed and signed (7); pre-use checks on overhead crane and forklift done; PPE right for tasks; new hire Alex oriented yesterday, record on file.
Toolbox talk	Grinder guards and face shields. Concern raised: guard blocks bevel cuts on the new beams.
Hazards and controls	Grinding sparks near rag bin, bay 2: moved bin, added lidded container, done 08:10 (me). Damaged sling on rack: tagged out and removed, new sling ordered (Dan).
Coaching	Jordan, grinding without face shield 13:40: stopped work, explained hazard, shield on. Level: coaching, first time. Alex: good lockout before blade change, thanked him.
Worker concerns	Mike: guard blocks bevel cuts. Asked supplier about a bevel guard, told Mike 14:30, follow-up Thursday.
Inspections	Weekly shop inspection, bays 1 to 4: 3 findings, all recorded on the inspection form; 2 closed today.
Follow-ups	Bevel guard quote (me, Thursday). New sling (Dan, Wednesday). Inspection item 3, light out over bay 4 (maintenance, Friday).

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Day 1

Date	Shift / hours	Site, area or crew	Crew size	Weather and conditions

Pre-shift checks (tick what was done)

- ☐ Toolbox talk held
- ☐ Permits and isolations in place
- ☐ Workers competent for assigned tasks
- ☐ FLHAs reviewed and signed
- ☐ PPE right for the tasks
- ☐ Emergency arrangements known
- ☐ Pre-use equipment checks done
- ☐ New or transferred workers oriented
- ☐ Nothing unusual to report

Toolbox talk topic and concerns raised

Hazards found and controls

Hazard and location	Control or action taken	By whom	Done
			☐
			☐
			☐

Coaching and corrections (safe work recognized counts too)

Worker	What I saw	What I did or said	Level: coach, verbal, written

Worker concerns

Raised by	Concern	Action or response	Told worker
			☐
			☐
			☐

Inspections or task observations done (what, where, findings)

Follow-ups carried forward (what, who, by when)

Other notes (visitors, contractors, refusals, equipment, schedule changes)

Supervisor initials	Time of entry	Incidents or near misses today (report no.)

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Day 2

Date	Shift / hours	Site, area or crew	Crew size	Weather and conditions

Pre-shift checks (tick what was done)

- ☐ Toolbox talk held
- ☐ Permits and isolations in place
- ☐ Workers competent for assigned tasks
- ☐ FLHAs reviewed and signed
- ☐ PPE right for the tasks
- ☐ Emergency arrangements known
- ☐ Pre-use equipment checks done
- ☐ New or transferred workers oriented
- ☐ Nothing unusual to report

Toolbox talk topic and concerns raised

Hazards found and controls

Hazard and location	Control or action taken	By whom	Done
			☐
			☐
			☐

Coaching and corrections (safe work recognized counts too)

Worker	What I saw	What I did or said	Level: coach, verbal, written

Worker concerns

Raised by	Concern	Action or response	Told worker
			☐
			☐
			☐

Inspections or task observations done (what, where, findings)

Follow-ups carried forward (what, who, by when)

Other notes (visitors, contractors, refusals, equipment, schedule changes)

Supervisor initials	Time of entry	Incidents or near misses today (report no.)

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Day 3

Date	Shift / hours	Site, area or crew	Crew size	Weather and conditions

Pre-shift checks (tick what was done)

- ☐ Toolbox talk held
- ☐ Permits and isolations in place
- ☐ Workers competent for assigned tasks
- ☐ FLHAs reviewed and signed
- ☐ PPE right for the tasks
- ☐ Emergency arrangements known
- ☐ Pre-use equipment checks done
- ☐ New or transferred workers oriented
- ☐ Nothing unusual to report

Toolbox talk topic and concerns raised

Hazards found and controls

Hazard and location	Control or action taken	By whom	Done
			☐
			☐
			☐

Coaching and corrections (safe work recognized counts too)

Worker	What I saw	What I did or said	Level: coach, verbal, written

Worker concerns

Raised by	Concern	Action or response	Told worker
			☐
			☐
			☐

Inspections or task observations done (what, where, findings)

Follow-ups carried forward (what, who, by when)

Other notes (visitors, contractors, refusals, equipment, schedule changes)

Supervisor initials	Time of entry	Incidents or near misses today (report no.)

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Day 4

Date	Shift / hours	Site, area or crew	Crew size	Weather and conditions

Pre-shift checks (tick what was done)

- ☐ Toolbox talk held
- ☐ Permits and isolations in place
- ☐ Workers competent for assigned tasks
- ☐ FLHAs reviewed and signed
- ☐ PPE right for the tasks
- ☐ Emergency arrangements known
- ☐ Pre-use equipment checks done
- ☐ New or transferred workers oriented
- ☐ Nothing unusual to report

Toolbox talk topic and concerns raised

Hazards found and controls

Hazard and location	Control or action taken	By whom	Done
			☐
			☐
			☐

Coaching and corrections (safe work recognized counts too)

Worker	What I saw	What I did or said	Level: coach, verbal, written

Worker concerns

Raised by	Concern	Action or response	Told worker
			☐
			☐
			☐

Inspections or task observations done (what, where, findings)

Follow-ups carried forward (what, who, by when)

Other notes (visitors, contractors, refusals, equipment, schedule changes)

Supervisor initials	Time of entry	Incidents or near misses today (report no.)

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Day 5

Date	Shift / hours	Site, area or crew	Crew size	Weather and conditions

Pre-shift checks (tick what was done)

- ☐ Toolbox talk held
- ☐ Permits and isolations in place
- ☐ Workers competent for assigned tasks
- ☐ FLHAs reviewed and signed
- ☐ PPE right for the tasks
- ☐ Emergency arrangements known
- ☐ Pre-use equipment checks done
- ☐ New or transferred workers oriented
- ☐ Nothing unusual to report

Toolbox talk topic and concerns raised

Hazards found and controls

Hazard and location	Control or action taken	By whom	Done
			☐
			☐
			☐

Coaching and corrections (safe work recognized counts too)

Worker	What I saw	What I did or said	Level: coach, verbal, written

Worker concerns

Raised by	Concern	Action or response	Told worker
			☐
			☐
			☐

Inspections or task observations done (what, where, findings)

Follow-ups carried forward (what, who, by when)

Other notes (visitors, contractors, refusals, equipment, schedule changes)

Supervisor initials	Time of entry	Incidents or near misses today (report no.)

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Weekly review and sign-off

Week of | **Supervisor** | **Site or crew**

Hazards found | **Hazards closed** | **Coaching or corrections** | **Worker concerns** | **Incidents or near misses**

Open follow-ups carried into next week

Item	Owner	Due date	Escalated to	Done
				☐
				☐
				☐
				☐
				☐

Patterns noticed this week (repeat hazards, repeat behaviours, equipment, schedule or procedure problems)

Manager review

- ☐ Each day has a dated entry, made at the time.
- ☐ Every hazard and worker concern has an action and, where needed, a follow-up.
- ☐ Coaching and discipline are recorded and applied consistently.
- ☐ Open items have owners and due dates; anything beyond the supervisor's authority has been escalated.
- ☐ Patterns have been turned into corrective actions, procedure changes or training.

Supervisor signature | **Date** | **Manager signature**

Manager comments and actions

Guidance: keeping records that hold up

- **Same day, same person.** The best evidence is written by the supervisor who did the work, at the time.
- **Facts, not opinions.** Write what you saw and did. Avoid labels such as "careless" or "lazy."
- **Close the loop.** A finding without an action, or an action without a close-out, can show a known hazard that wasn't fixed.
- **Keep it findable.** Store logs with inspections, FLHAs and training records so they can be produced quickly.
- **Privacy.** Record only what's needed for safety. Don't record medical details.

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Common mistakes to avoid

- Ticking boxes without writing what you actually did.
- Leaving days blank, then filling them in at the end of the week.
- Recording problems but never the follow-up.
- Only writing when something goes wrong, so the log can't show routine checks.
- Keeping the log in the truck where no one else ever sees it.

Toolbox talk record for the week

Day	Topic	Attendees	Concerns raised and action	Sign-in kept
Day 1				☐
Day 2				☐
Day 3				☐
Day 4				☐
Day 5				☐

Free guide. Read How to Demonstrate Supervisor Due Diligence at calgarysafetyconsultants.ca/safety-guides/safety-programs/supervisor-due-diligence/. Want help with supervisor training or records? Call Calgary Safety Consultants at 1-888-231-0358.

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